



Cassia County Board of Commissioners

REGULAR MEETING MINUTES

Monday, October 23, 2023

Cassia County Courthouse ▪ Commission Chambers
1459 Overland Ave ▪ Room 206 ▪ Burley ID 83318

9:00 AM

The Cassia County Board of Commissioners met today at the place and time as posted by agenda pursuant to Idaho Code § 74-204 for Open Meetings Law.

ACTION AGENDA ITEMS

- 1) 9:00 AM Call to order
- 2) Pledge of Allegiance and prayer
- 3) 9:02 AM Roll call

Roll Call.

Present: Leonard M. Beck - Chair, Kent R. Searle - Member, Bob Kunau - Member, Cally Velasquez - Deputy Clerk (Not voting).

- 4) 9:02 AM Calendar, meetings, committee reports, and correspondence were reviewed.
 - a) 10/24/2023 - Joint Justice and Public Defense meetings at 7:30 AM - Searle
 - b) Beck reported the Solid Waste meeting was moved to Friday. He would be unable to attend.
 - c) The Extension Office's calendar for November was acknowledged.
- 5) 9:04 AM Approve payables for 10/23/2023

9:09 AM **Motion and Action:** Approve the presented payables in the amount of \$412,423.65, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

- 6) 9:04 AM Approve minutes from 10/10/2023 and 10/16/2023

9:05 AM **Motion and Action:** Approve minutes from 10/10/2023 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

9:05 AM **Motion and Action:** Approve minutes from 10/16/2023 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

9:05 AM Mr. McMurray entered the meeting.

- 7) 9:12 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:12 AM **Motion and Action:** Approve Clerk's Office recommendations to approve three junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

- 8) 9:13 AM Personnel Matters - Change of Status Request: none were presented.

CASSIA COUNTY COMMISSION
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Instrument # 2023003496

BURLEY, CASSIA, IDAHO

10-30-2023 10:46:21 AM No. of Pages: 9

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

EV

9) 10:47 AM Executive Sessions

10:48 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, Idaho Code § 74-206 (1) (c) to deliberate acquisition of an interest in real property, Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure, and Idaho Code § 74-206 (1) (i) to communicate with risk manager/insurer regarding pending/imminently-likely claims, **Moved by** Bob Kunau - Member, **Seconded by** Leonard M. Beck - Chair.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 2).

Yes: Bob Kunau - Member, Leonard M. Beck - Chair, Kent R. Searle - absent.

11:08 AM Upon exit of Executive Session, the board took the matter under advisement.

10) 9:14 AM Consider IAC/NACo request for Public Lands voluntary contribution

- a) 2:56 PM Chair Beck expressed a desire to reach out to Senators Crapo and Risch and Rep. Simpson for their views on NACo's effort to lobby for the continued support of PILT.
- b) It was also suggested to consider only paying half of the request and wait to see what results came from it before agreeing to the second half.

11) 9:16 AM Consider and approve contract proposal with erstad Architects

- a) The Board is awaiting answers to previous questions before proceeding any further.

12) 9:17 AM Transmittal letter and packet for proposed Solar Energy System zoning ordinance amendments

- a) McMurray distributed and reviewed the letter and recommendations.
- b) There was discussion regarding the proposed zoning amendments to allow for the regulations of solar energy systems.

13) 9:28 AM Approve hearing date and time for public hearing on Solar Energy System amendments

- a) The proposed date and time for the public hearing is Monday, November 20, 2023, at 10:00 AM.

9:29 AM **Motion and Action:** Approve holding a public hearing for Monday, November 20, 2023 to consider the solar energy systems zoning regulations, at 10:00 AM, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

14) 11:53 AM Transmittal of P&Z resolution and other information on Malta Land and Livestock CUP/CAFO/Variance applications

- a) McMurray presented the application information packets to the Board.
- b) He reviewed the recommendation for approval by the Planning & Zoning Commission for the Board's consideration.

15) 11:54 AM Approve hearing date and time for Malta Land and Livestock CUP/CAFO/Variance applications

- a) The proposed date and time for a hearing on the application is Monday, December 4, 2023 at 1:30 PM or as soon thereafter as the matter can be heard.

11:55 AM **Motion and Action:** Approve setting the hearing date for December 4, 2023 at 1:30 PM, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

**CASSIA COUNTY COMMISSION
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16) 11:56 AM Appoint Todd Quast as member of the Industrial Development Corporation of Cassia County, Idaho

11:58 AM **Motion and Action:** Approve appointing Todd Quast as a member of the Industrial Development Corporation of Cassia County, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

17) 9:32 AM Review and approve Notice of Publication for FY2023 Budget Amendments - Whitehead

- a) Deputy Auditor Whitehead presented the Notice of Publication for FY2023 Budget Amendments and reviewed the items that needed to be amended.
- b) The proposed public hearing date is for November 20, 2023, at 9:45 AM.

9:47 AM **Motion and Action:** Approve the publication of the presented amendments to the budget to be held on November 20th, at 9:45 AM, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

18) 9:50 AM Department Head Reports

- a) 9:50 AM Treasurer - Laura Greener
 - i) Greener apprised the Board of her office's current progress and procedures starting the tax drive.
 - ii) Greener also reviewed the upcoming tax cancellation dates to be added to the agenda.
- b) 9:57 AM Coroner - Craig Rinehart
 - i) Rinehart thanked Searle for his assistance in a matter the previous evening.
 - ii) Rinehart also reported that a new pathologist has been secured for the facility in Pocatello but it will take a couple of months as the new pathologist works through the medical licensing board for Idaho.
- c) 10:00 AM Weed & Pest - Michael Ottley
 - i) Ottley reported on his activities.
 - ii) He discussed the progress of the quagga mussel treatment.
- d) 10:09 AM Extension Office - Grace Wittman
 - i) Wittman reported on the activities of her office.
 - ii) There are training classes to be attended and conducted throughout November.
- e) 10:10 AM IT - David Burgess
 - i) Burgess formally thanked the Board for their consideration in the raises given to the IT Department for the new fiscal year. He also reported on the activities of his office and upcoming projects his department will be involved in within the next few months.
 - ii) He reported there were 104 help desk tickets in the last 30 days. 13 tickets remain open, seven of which were just submitted since midnight.
- f) 10:16 AM Building & Zoning Dept. - Kerry McMurray
 - i) McMurray expressed appreciation for the cost-of-living increases that were granted this year.
 - ii) He reported on the Mid-Snake meeting he attended last Wednesday in which the quagga mussel crisis was discussed. He gave the Board copies of the updated Mid Snake Water plan that will have a hearing for adoption shortly.

- iii) He reported on his departmental statistics for the previous month. The total valuation of the permits was \$1.4 million, with fees paid at just over \$12,000.00.
- g) 10:20 AM Clerk's Office - Heather Whitehead
 - i) Whitehead briefly reported on the status of the Clerk's various departments. Deputy clerks at the courts just finished training; the Elections department started early voting today for the general election on November 7, 2023; the Auditor's department is getting ready for the FY2023 outside audit.
 - ii) Whitehead also reminded department heads of the open enrollment meetings happening later in the week and stressed the value of attendance at those meetings. A large portion of questions received by the HR department on a daily basis could be answered by attending those meetings. She also pointed out that there are several new employees in the county and that some benefits have recently gone through significant changes.
- h) 10:37 AM Assessor's Office - Mart Adams
 - i) Assessor Adams reported on the activities of his department. He reviewed reports and checklists being compiled as well as working on the five-year plan and revaluations of some properties.
 - ii) Adams briefly reviewed the normal procedure for the State Board of Tax Appeals that is scheduled for Wednesday morning. There is only one appeal to be heard and a decision will not be made immediately.
- i) 10:26 AM Auditor's Office presentation - Worker's Compensation claims procedure - Whitehead
 - i) Deputy Auditor Whitehead briefly reviewed the importance of immediate action and necessary steps to take when an employee is injured on the job. She advised that a first report of injury form must be completed and submitted immediately when an employee is injured. The form can be found on the employee portal.
 - ii) There have been a couple of extreme cases recently in which several months passed before proper reporting was done and has caused headaches for all parties involved to work through them to resolution. Ultimately the bulk of the responsibility lies with the individual that was hurt.
- 19) 11:08 AM Oak Valley Energy, LLC - Peter Jones
 - a) 11:09 AM Consider possible amendments to Resolution 2020-024 to address a change in parcel numbers.
 - i) Mr. Jones explained the original intent of the parcels and the details of the most recent resolution that conflicted with actuality. He requested that Resolution No. 2020-024 be amended to rectify the discrepancy.
 - ii) McMurray recommended approval of the amendment and said a new resolution will be presented to the Board for their approval next week.
 - b) 11:23 AM Progress report on digester project update on project.
 - i) Jones reported on the production of the operation. Production has been lower than anticipated due to ambient temperatures recently.
 - ii) They just accepted a proposal to sell the project to another energy company. There is still interest in participating in and hopeful expansion of the project from other energy companies as well.
- 20) 11:27 AM Ratify amended L-1 Certificate of Levies
 - a) Deputy Auditor Ahlin presented the changes to the levy rates as requested by the State.

- b) The document did not require a signature by the Board, but instead the request was for the Board to ratify the amended L-1 being presented.

11:30 AM **Motion and Action:** Ratify the amended L-1 Certificate of Levies, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

21) 11:31 AM Reports of USFS and BLM

- a) 11:31 AM USFS District Ranger Kevin Draper
 - i) Draper said that a press release will be given shortly on their undertaking of planting 70,000 bitterbrush and sage brush shrubs this last weekend on the Badger burned area with a host of partners including Idaho Fish and Game, Pheasants Forever, and many others.
 - ii) He also reported on prescribed burns recently conducted and the positive results of them.
- b) 11:41 AM BLM Field Manager Ken Crane
 - i) Crane noted the Burley Office fire season went fairly quietly and that the whole Twin Falls district experienced the fewest acres burned in the entire district in a long time. He also relayed that the quagga mussel closures are now being pulled and sites are reopening.
 - ii) Crane inquired if there had been any recent updates on the Gateway West Project. Beck said he received an email that he passed along to the other commissioners and Mr. McMurray from Rachel Roberts of PacifiCorp. The tenor of the email suggested that they were pausing momentarily to consider all of the reactions and input received from officials of all of the affected counties.

22) 11:59 AM Review ICRMP Policy changes for FY2024 - Balanced Rock

- a) Lori Bergsma from Balanced Rock presented the changes in the ICRMP policy from last year to the current policy for 2023-2024. She said it has been a rough year for insurance carriers all around due to significant losses reported this last year. In response, coverage limits and conditions are being modified.
- b) She applauded the \$28,000.00 decrease in insurance renewal fees this year due to the risk management discount. That discount is only given now for law enforcement agents.

23) 12:29 PM Recess for lunch with Balanced Rock Representatives

24) 12:30 PM Lunch with Balanced Rock representatives at Perkins - 800 N. Overland Ave, Burley, ID.

2:24 PM Reconvene

25) 2:24 PM Consider purchase of three county patrol vehicles - Thompson

- a) Cpt. Thompson presented two bids for approval of purchase. The request was to purchase two Ford F250s and one GMC Sierra 1500 truck from Young Automotive and to trade in three existing vehicles from the fleet to assist in the purchase. The government purchase price for the F250s was \$56,000.00 each and the GMC was \$49,960.00.
- b) The trade in values given for the vehicles were \$11,500.00 for a 2018 Ram 2500, \$2,800.00 for a 2012 Dodge Charger, and \$1,000.00 for a 2011 Ford Crown Vic.
- c) The titles for the three trade-in vehicles will go before the Board for signatures next week.

2:37 PM **Motion and Action:** Approve the purchase of three vehicles as described in the discussion, two three-quarter ton Fords for \$56,000.00 each and for the GMC half-ton at \$49,960.00, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

CASSIA COUNTY COMMISSION
REGULAR SESSION
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UNFINISHED BUSINESS ACTION AGENDA ITEMS

26) 2:58 PM Proposed County Building Discussion

- a) Beck asked the Board to consider whether they wanted to agree to increasing the budget for the new building to the \$16 million stated by erstad or if they wanted to restrict the spending cap to \$11 million and require erstad to modify they proposed designs to fit within the restricted budgeted amount.
- b) Scaling back the size of the building for expansion, creating addendums for portions that don't need to be finished right away and asking for bids on different designs were discussed as options to remain within the \$11 million cap.
- c) Searle suggested waiting three or four weeks until more information can be given regarding previous questions and other items being looked into. Clarification was needed on how much interest was being accumulated from PILT reserves. This topic of discussion was requested for next week's agenda.

27) 3:06 PM Adjourn

3:06 PM Motion and Action: Comply with the rules in item #27, to adjourn, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

APPROVED:



Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:



Cally Velasquez

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

6% OF FISCAL YEAR ELAPSED

* UNAPPROVED DEMANDS APPEAR IN ACTUALS AND ALSO AS AN INVOICE .

Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,736,912.00	224,537.49	4,750.47	5,512,374.51	96%
0002 ROAD & BRIDGE	754,095.00	37,190.83	50.00	716,904.17	95%
0006 DISTRICT COURT	377,630.00	9,009.12	379.63	368,620.88	98%
0008 JUSTICE FUND	13,922,579.00	397,476.98	123,024.06	13,525,102.02	97%
0012 M-C MISDEMEANOR PROBATION	1,184,800.00	40,412.44	190,976.43	1,144,387.56	97%
0013 911 COMMUNICATIONS	866,250.00	0.00	7,358.19	866,250.00	100%
0016 SOCIAL SERVICES-ASSISTANCE	537,550.00	994.27	4,340.50	536,555.73	100%
0018 CASSIA COUNTY FAIR	280,380.00	3,236.30	17,700.00	277,143.70	99%
0020 REVALUATION	356,180.00	14,633.93	970.00	341,546.07	96%
0025 WATERWAYS	50,000.00	0.00	1,100.00	50,000.00	100%
0029 PHYSICAL FACILITIES	12,041,300.00	0.00	4,932.50	12,041,300.00	100%
0048 EMPLOYEE BENEFITS FUND	3,873,550.00	213,602.29	56,841.87	3,659,947.71	94%
		Total Amount Paid	412,423.65		

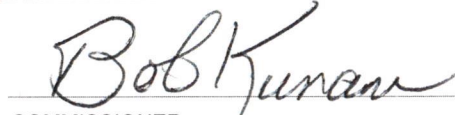
STATE OF IDAHO
CASSIA COUNTY

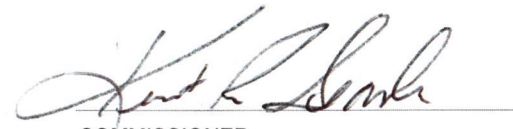
WE, THE CASSIA COUNTY COMMISSIONERS, BEING DULY SWORN DO HEREBY CERTIFY AND DECLARE THAT
WE HAVE REVIEWED THE DEMANDS ENUMERATED AND REFERRED TO IN THE FOREGOING REGISTER, AND THAT THE SAME ARE
TO THE BEST OF OUR KNOWLEDGE ACCURATE AND ARE JUST CLAIMS AGAINST THE COUNTY, AND THAT THERE ARE FUNDS
AVAILABLE FOR PAYMENT THEREOF IN THE COUNTY TREASURY.

APPROVED FOR DISTRIBUTION AS OF

10-23-2023


COMMISSIONER


COMMISSIONER


COMMISSIONER

attest: Cally Velazquez deputy clerk

* WARNING: This fund is over budget

Cassia County Commissioner Meeting

Attendance Log

Date: 10/23/2023

NAME (Please Print)	TOWN	REPRESENTING
1. Heather Whithead	Burley	Auditors
2. Craig Rinehart	Burley	COVER
3. Grace Withman	Burley	Extension
4. Laura Gneuer	Burley	Treasurer
5. Michael Otley	Elba	CCWVC
6. David Burgess	Burley	IT
7. Mirella Manchias	Burley	Assessors
8. Max Adams	Burley	ASSESSOR
9. Pete Jones	Burley	Deer Valley
10. Sharene Ahlin		Auditors
11. Kevin Dorr	Burley	FS
12. Ken Crane	Burley	BLM
13. Lori Bergman		Balanced Rock/Trail
14. J. Thompson		CCSO
15. K Horak		CCSO
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